California Global Warming Solutions Act of 2006

GHG Reporting - User Q&A for Completing Mandatory Reporting

California Mandatory GHG Emissions Reporting

California Air Resources Board
June 4, 2009

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Overview

- Introduction
- Schedule
  - 1:30 – 2:15 Electricity & Cogeneration (Transactions, Distributed Emissions, Configuration)
  - 2:15 – 2:45 General Reporting Questions (Tool, Certification, Requirements, etc.)
  - 2:45 – 3:00 Additional Questions Facility Registration Review
- Data Entry – Quick Summary

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Deadlines for Reporting

- 2009: Must report 2008 emissions in 2009
  - See Regulation and Guidance for methods
  - Reports due June 1, 2009
  - Verification is optional, reporting is mandatory

- 2010: Emissions data report must meet full requirements of the regulation
  - Monitoring equipment and procedures should be in place by January 1, 2009
  - Reports due April 1 and June 1, depending on sector
  - Verification is required

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Completing Reporting

- The deadline has past! Complete reporting as soon as possible

- Register your facility now
  - Contact ARB if you do not have access codes (ghgreport@arb.ca.gov)

- Use Step-by-Step Guide(s)
  - http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm

- Certify report "submissions" to complete reporting

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Extensive Help Documents

- Stepwise Reporting Tool Guidance
  - http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm
- Guidance Documents for questions about calculating GHG emissions
  - http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep-guid/ghg-rep-guid.htm
- Reporting Requirements Summary Slides
  - http://www.arb.ca.gov/cc/ccei/meetings/meetings.htm

- Regulation and Staff Report
  (includes Regulation and other materials):
  http://www.arb.ca.gov/regact/2007/GHG2007/GHG2007.htm

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Accessing the Tool

- For facilities or entities subject to reporting, contact ARB if access codes have not been received

- For access to Training Site, contact ARB at ghgreport@arb.ca.gov

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User Roles and Permissions:
Facility Mangers and Reporters

- Access and responsibilities
- Facility manager roles and reporter roles
- Two facility managers possible

New Features: Reports & Export

- Report Generator
  - "Report" link in blue bar on top of page
  - Provides emissions summaries
  - Provides details of all entered data
  - Will help data review process
  - Output to pdf, Excel, or csv file
  - Do not submit output to ARB – Certified data in the tool is your submittal
- Export
  - Export data in grids to Excel
  - Helpful if many records are entered

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For Details: Reporting Resources

- Training Videos – For each sector
  - http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm
- Step-by-Step Guides
  - http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm
- Regulation Guidance
  - http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep-guid/ghg-rep-guid.htm
- ARB Staff

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Additional Info

- Please add "Physical Address" to facility data under Addresses tab
  - This will allow you to enter County, Air District, Air Basin info under the Geographic Location tab
- In July, where will be a webinar for Reporters about Verification

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Unlocking Reported GHG Data Submissions

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How to Unlock Your Data

- A Facility Manager can unlock data unless it is "Verification Ready"
- To check the submission status, go to your Facility Information tab and click on "Facility and Unit Submissions" tab
- Check the Submission Status
- Contact ARB for information about unlocking "Verification Ready" data

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Unlocking

- On the top blue bar, hover over "Annual Reporting"
  - Select "Certify or Unlock Annual Data"
- Click on the Submission you want to unlock
  - Click Continue at bottom of page
- View QA Checks
  - Click Continue at bottom of page
- See Submission Data
  - Scroll to bottom of screen
- Select status of "Unverified Preliminary Data"
  - Enter your login password
  - Click on Submit to complete unlocking
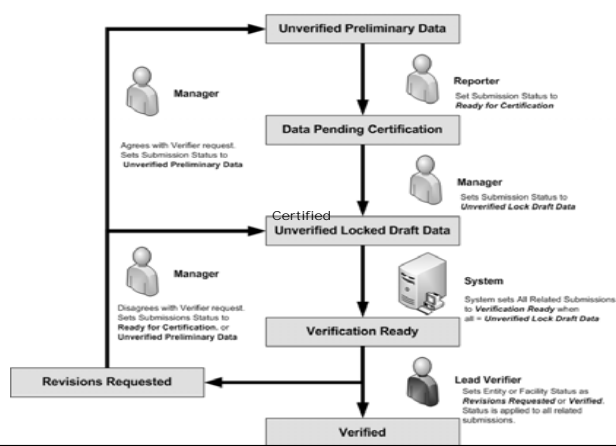 - When you return to your facility page the status display is updated

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Additional Background Slides

- Certification instructions background slides follow

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Certification of Data: Overview

Submission Status Flow

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Certification of Data: Key Terms

Reporting Step	Possible Submission Status	Description
Report	Unverified Preliminary Data	Status when a facility user has saved draft emission records, but before the entry of all emissions values are complete or QA checks are completed.
	Pending Certification	Status when the facility user (Reporter or Manager) has completed entry of emissions for that facility and completed QA checks.
Certify	Certified - Unverified Locked Draft Data	Status when **Manager** certifies that the data are complete and accurate. Reporter is 'locked' out of the data report. <u>Manager can unlock data</u>. With ARB approval, the verification body is added by the Reporter to have access to view the data report.

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Certification of Data: Key Terms

Reporting Step	Possible Submission Status	Description
Verify	Verification Ready	System changes status to "Verification Ready" when all associated submissions = "Unverified Locked Draft Data." This status enables the Verifier to view data associated with the organization. **Data locked to Manager and Reporter.** Reporting complete for 2009 submittal, unless verifying data. Data locked.
	Revisions Requested	Status when verifier has requested changes be made to the data.
	Verified	Status when the lead verifier has indicated that the verification is complete (positive or adverse).
Final	Final Data	Status when the ARB accepts all data for a reporting year and makes emissions data available to the public.

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Understanding Submissions

- Submissions are created and accessed through "Annual Reporting" tab on blue top bar
  - Shortcut: After submissions are created, they can be quickly accessed through the red "Facility and Unit Submissions" tab on the Facility Information page
- Submissions contain data expected to change and be updated annually
  - Emissions and Fuels: Fuel use, estimated emissions, fuel parameters, "device"-level fuel use, etc.
  - Generating Units: Electricity or cogeneration units
  - Energy and Production: Electricity purchased, energy production, hydrogen, efficiency metrics, etc.
- Submissions linked to defined facility Emitting Activities, Generating Units, Devices

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Certifying Submissions

- Each submission must be individually Certified by a Facility Manager
  - Submission must have status of "Data Pending Certification" set by Reporter or Manager to be Certified
- *Individual* certifications required because each submission might be created or entered by different users
- Manager doing certification must review QA checks prior to certification
- Certification possible with QA "Warnings" but "Failure" status will prevent certification or certification-ready status

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1a. Review Emissions and Fuels

- Can be performed by either Reporter or Manager
- Must review QA checks to set "Data Pending Certification"

1b. QA Check Review

- Can still certify with "Warning" messages, but review
- Must fix "Failure" errors before "Ready for Certification" allowed
- Device warnings can generally be ignored for now

2a. Certifying Submissions

- Performed by Manager only
- Select the Certify option
  - Select the Unlock option to "unlock" certified data
- Select the submission to be certified
- Click on continue

2b. Certifier QA Check Review

- Facility Manager performing "Certification" must also review QA checks
- If QA checks okay, click on Continue

2c. Certify the Submission

- Summary of data in submission is shown
- If ready to certify, select: "Certified – Unverified Locked Draft Data"
- Enter password and submit

2d. Certify All Submissions

- Repeat QA and Certification for all facility submissions
- Status changes to "Verification Ready" when all submissions certified
- Reporting complete when "Verification Ready"

Registration and Certification Questions?

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General Reporting Questions?

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Completing Reporting

- The June 1 reporting deadline is past
  - Complete reporting ASAP!
- See Step-by-Step guides
  - http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm
- Enter facility information, fuel use, emissions
- Run QA checks, review report output
- Certify all Submissions to finish reporting process; status to "Verification Ready"

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ARB Contacts

General Email Address for Questions
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GHG Mandatory Reporting Website
http://www.arb.ca.gov/cc/reporting/
ghg-rep/ghg-rep.htm

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